



# JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD  
HUMAN RESOURCES OFFICE/J1  
PO BOX 8111  
MADISON, WI 53708-8111  
**JOB OPPORTUNITY**  
**Number 05-053**



## WISCONSIN ARMY/AIR NATIONAL GUARD

**\*APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE\***

<b>OPENING DATE: 5 May 2005</b>	<b>CLOSING DATE: 2 June 2005</b>
<b>POSITION: HR Specialist (Employee Relations),</b> Position Description Control Number 80489E00/70389E00, 70389W00, 80489C00/70389C00, GS-0201-11	<b>LOCATION: JFHQ/J1, Madison, WI</b>
<b>SALARY RANGE: GS-11, \$50,541 to \$65,704 annually</b>	<b>TYPE OF APPOINTMENT: Excepted - Permanent</b>

Also on our web site at: <http://dma.wi.gov/tech.asp>

Relocation expenses are not authorized.

Projected to be filled on or about 1 October 2005.

### \*\*\* ELIGIBILITY/NOTES \*\*\*

**Military Membership Requirements:** This position is open to a commissioned officer/warrant officer or enlisted person or person eligible for commission/appointment/enlistment in the Wisconsin Air or Army National Guard. Must be a U.S. citizen. Eligibility for Army is holding a certificate of commission or holding a commission in another branch of service. Basic eligibility for Air for commissioning of an officer is outlined in Policy Letter 214 – SUBJ: ANG Line Officer (Non-Rated) Commission Pre-Screening, dated 15 September 2004. Veteran's preference does not apply to positions in this agency. Military Grade: The maximum grade available for Army Officer is O-3, for Air Officer is O-4; for Warrant Officers is CW4; for enlisted Army is E-8; for enlisted Air is E-9. Upon appointment, selectee must be eligible (AFMAN 36-2105/AFMAN 36-2108 or DA Pam 611-21) to be assigned to one of the following compatible (AFSC)/(A0C): Army: Officer is OBR 42B, FA 43, 45, 49, 50 and 59; Warrant Officer is WOBR 420A; and enlisted is CMF 42A, 42F, 42L, 71L, 75B, 75F, and 75H. Air: Officer is AFSC 33SX, 36PX, 65FX. For Enlisted is AFSC 3A0X1, 3SXXX.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

### \*\*\* REQUIRED QUALIFICATIONS \*\*\*

**Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. \*Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience: Experience, education, or training which provided a general knowledge of the principles of organization, management and administration. Specialized Experience: Must have specialized Thirty-six (36) months of experience which has demonstrated the following knowledge, skills, abilities (KSAs):**

- a. Ability to communicate orally and in writing to a variety of groups and individuals.
- b. Knowledge of National Guard and Federal Personnel Human Resources procedures, rules and regulations.
- c. Ability to research and apply Federal Retirement programs.
- d. Ability to handle multi-task assignments in all aspects of Human Resources.
- e. Knowledge of Federal Personnel Regulations.

**Substitution of Education for Specialized Experience:** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours

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## JOB OPPORTUNITY NUMBER 05-053

classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

**Evaluation Method:** All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

**Brief Description of Duties and Responsibilities:** This position is located in a State Human Resources Office servicing both Army (ARNG) and Air National Guard (ANG) full-time personnel. The purpose of the position is to serve as a human resources advisor and technical specialist for employee relations, employee benefits, performance management, and compensation. Utilizes advanced knowledge of a variety of human resources management functions in coordinating actions for these programs. Oversees or accomplishes work through the use of a variety of automated personnel systems and programs. Provides comprehensive human resources management advisory and technical services for assigned organizations. Responsible for providing overall advice and assistance on a wide range of employee relations matters. Advisory and technical services involve a wide variety of personnel actions that are often sensitive and extremely difficult in nature. As a subject matter employee relations, employee benefits, and performance management expert independently resolves difficult issues/problems requiring consideration of the total personnel management system.

### \*\*\* HOW TO APPLY \*\*\*

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

**(Incomplete applications will not be accepted)**

- Announcement number and title of the position for which you are applying.
  - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
  - Your military grade, unit of assignment, and MOS/AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detail duty description.
  - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
  - **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all of pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. AFSC/MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
  - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
  - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). **To insure credit for education** you must include a copy of your transcript(s).
  - Applicants should include a DMA Form 181 or Standard Form 181.
  - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- \* Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail [fedhrfeedback@wi.ngb.army.mil](mailto:fedhrfeedback@wi.ngb.army.mil) an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HR no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

**Federal Civil Service Benefits Available:** Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S – {Madison (ED), Milwaukee (ED), 128 ACS (ED), II HRO

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